

NOTICE OF MEETING
LONG BEACH CIVIL SERVICE COMMISSION

THE REGULAR MEETING OF THE LONG BEACH CIVIL SERVICE COMMISSION WILL BE HELD ON
WEDNESDAY, NOVEMBER 18, 2009, AT 8:00 A.M. IN THE CONFERENCE ROOM OF THE
COMMISSION ON THE 7TH FLOOR OF CITY HALL, 333 WEST OCEAN BOULEVARD, LONG BEACH.

A G E N D A

1. **MINUTES** - Regular Minutes of November 11, 2009
2. **REQUEST TO TRANSFER FROM UNCLASSIFIED TO CLASSIFIED SERVICE** – Adelina Pelc, Clerk Typist III, Public Works
 - a. Communication from Cynthia A. Stafford, Personnel Services Officer, Public Works
 - b. Communication from Adelina Pelc, Clerk Typist
 - c. Staff report prepared by Donna deAraujo, Assistant Administrative Analyst
3. **REQUEST TO REINSTATE ELIGIBLE LIST** – Microbiologist
Staff report prepared by Diane Dzodin, Administrative Officer
4. **REVISED REQUEST FOR ORDER OF LAYOFF**
Communication from Patrick West, City Manager
5. **EXAMINATION RESULTS** – Public Safety Dispatcher
6. **EXTENSION OF EXPIRING ELIGIBLE LIST (6 months)** – Senior Plumbing Inspector
7. **RETIREMENTS**
Margo Berdanis/Geographic Information Systems Analyst III/Harbor Department
(25 yrs., 21 days)
Josephine Balderian/Clerk Typist III/Police Department (11 yrs., 11 mos.)
Christopher Sutt/Police Sergeant/Police Department (29 yrs., 11 mos.)
Beatriz Perez-Iglesias/Nutrition Aide I/Health Department (14 yrs., 10 mos.)
Jon Zimmerman/Equipment Mechanic I/Public Works (32 yrs., 3 mos.)
8. **RESIGNATIONS** – Antonio Rimot/School Guard/Police Department (4 yrs., 3 mos.)
9. **TRANSFERS**
Jill Casey/Administrative Analyst III/Financial Management to Administrative Analyst III/Airport
April Turnbull/Administrative Analyst III/Harbor Department to Administrative Analyst III/Airport
Staff report prepared by Diane Dzodin, Administrative Officer
10. **MANAGERS' REPORT**
11. **NEW BUSINESS**

12. **COMMENTS FROM PUBLIC** – The Civil Service Commission will hear from members of the public on matters within the Commission's jurisdiction.

8:30 A.M. – REDUCTION/SUSPENSION HEARING 03-R/S-89

THIS INFORMATION IS AVAILABLE IN AN ALTERNATIVE FORMAT BY REQUEST TO CIVIL SERVICE AT (562) 570-6059.

"THE CITY OF LONG BEACH INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL CIVIL SERVICE 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (562) 570-6059".

LONG BEACH CIVIL SERVICE COMMISSION
MARY ISLAS, PRESIDENT
November 11, 2009

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, November 11, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

MEMBERS PRESENT: Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu

MEMBER EXCUSED: Douglas Haubert

OTHERS PRESENT: Melinda George, Acting Secretary
Marilyn Hall, Executive Assistant
Salvador Ambriz, Personnel Analyst
Ken Walker, Personnel Operations Manager, Human Resources

President Mary Islas presided.

MINUTES: It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the minutes of the regular meeting of November 4, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**REQUEST FOR EXCEPTION TO
CIVIL SERVICE RULES AND
REGULATIONS – ARTICLE VIII
SECTION 115(3)**

Requesting Exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements for Gas Construction Worker, Limiting Applications to City Employees and Laid Off City Employees

The Secretary presented a staff report, prepared by Mario R. Beas, Executive Director, requesting Commission approval for an exception to Article II, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, for Gas Construction Worker, as an open-competitive examination, limiting applications to City employees and City employees terminated due to layoffs in 2009. The Secretary briefed the Commission regarding this request. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried to approve the Exception to Civil Service Rules and Regulations, Section 115(3), Article II, Section 7 – Qualifications and Requirements. The motion carried by a unanimous roll call vote.

**PROTEST OF WRITTEN
EXAMINATION ITEMS:**

ASSISTANT ADMINISTRATIVE ANALYST

The Secretary presented a staff report prepared by Caprice McDonald, Personnel Analyst, regarding the protested question from the Assistant Administrative Analyst examination, which was administered on November 5, 2009. Sal Ambriz, Personnel Analyst, briefed the Commission regarding this protest. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried to approve the recommended disposition of the protested item. The motion carried by a unanimous roll call vote.

BULLETIN:

GAS CONSTRUCTION WORKER

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXTENSION OF EXPIRING
ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months, with the exception of Senior Civil Engineer, to be extended for three months. The motion carried by a unanimous roll call vote.

Civil Engineer (5/20/09)
Forensic Specialist
General Maintenance Supervisor
Hazardous Material Specialist (5/14/08 & 5/21/08)
Senior Civil Engineer (5/21/08) **(3 months)**

RETIREMENT:

**MARY COMISKEY/LIBRARY CLERK II/LIBRARY
SERVICES**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the subject retirement be received and filed. The motion carried by a unanimous roll call vote.


RESIGNATION:

DAVID TEVES/POLICE OFFICER/POLICE

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the subject resignation be received and filed. The motion carried by a unanimous roll call vote.

ADJOURNMENT:

There being no further business before the Commission,
President Islas adjourned the meeting.


Melinda George
Acting Secretary

MG:seh



City of Long Beach
Working Together to Serve

Memorandum

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Agenda Item No 2

CIVIL SERVICE DEPT.

Date: November 10, 2009
To: Civil Service Commission
From: Cynthia A. Stafford, Personnel Services Officer, Department of Public Works
Subject: Transfer From Unclassified to Classified Service – Adelina Pelc

The Department of Public Works has received the attached request from Adelina Pelc, Clerk Typist III, to transfer from unclassified service to classified service in accordance with Article VI, Section 69 of the Civil Service Rules & Regulations.

Ms. Pelc holds permanent status as a classified Clerk Typist and has requested to transfer from her unclassified Clerk Typist III position to a classified Clerk Typist III position. The Department intends to use approved requisition PW09-060 to accomplish the transfer.

Ms. Pelc understands she will not receive credit for time served in the unclassified service when calculating an order of layoff from the classified service.

If you have any questions, please contact me at (562) 570-4686.

ADELINA S. PELC
5560 La Pasada Street
Long Beach, CA 90815
Home Tel. No. (562) 597-7357
Work Tel. No. (562) 570-2719

October 27, 2009

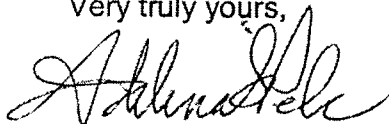
Civil Service Department
City of Long Beach
333 West Ocean Blvd., 7th Floor
Long Beach, CA 90802

To whom it may concern:

I, Adelina S. Pelc, Unclassified Clerk Typist III, am requesting to transfer from the Unclassified service to the Classified Service in which I held status as a Classified Clerk Typist II at the Harbor Department from August 12, 1997 through March 12, 2004.

Thank you for your consideration.

Very truly yours,



ADELINA S. PELC
Clerk Typist III
Public Works Department
Public Service Bureau
1601 San Francisco Avenue
Long Beach, CA 90813

1 **DATE:** November 18, 2009
2 **TO:** Civil Service Commission
3 **FROM:** *jmd* Donna deAraujo, Assistant Administrative Analyst
4 **SUBJECT: REQUEST TO TRANSFER FROM UNCLASSIFIED SERVICE TO**
5 **CLASSIFIED SERVICE – ADELINA PELC, CLERK TYPIST**

6 Correspondence has been received from Cynthia A. Stafford, Personnel Services
7 Officer, Department of Public Works, requesting Civil Service Commission approval to
8 transfer Adelina Pelc from her current unclassified position of Clerk Typist to her
9 former classification of Clerk Typist in the classified service. Correspondence has also
10 been received from Ms. Pelc, Clerk Typist, requesting to be transferred back to the
11 classified service. Staff has reviewed this request and recommends approval in
12 accordance with Section 69 of the Civil Service Rules and Regulations.

13 **Facts for Consideration:**

- 14
- 15 • Ms. Pelc was hired as a classified Clerk Typist in the Harbor Department on August
16 9, 1997 and acquired permanent status on February 14, 1998.
 - 17 • On March 13, 2004, Ms. Pelc accepted an unclassified Clerk Typist position in the
18 Department of Public Works.
 - 19 • Requisition PW 09-060 has been received in the Civil Service Department and is
20 available to accommodate Ms. Pelc's return to the classified service as a classified
21 Clerk Typist III in the Department of Public Works, Public Services Bureau.
 - 22 • There is currently a priority list for this classification; however, the employee on the
23 priority list has been notified and has waived this position.
 - 24 • Ms. Pelc is aware that her time in the unclassified service will not apply to credit in
25 the classified service.

- Section 69 of the Civil Service Rules and Regulations provides for an unclassified employee, with prior classified service, to request a transfer from a position in the unclassified service to a position in the classified service in which he or she formerly held status, subject to the consent of the appointing authority, the department heads involved, and the approval of the Commission.

The Public Works Department and Ms. Pelc have been informed that this request is on today's agenda. A department representative will be present to respond to any questions from the Commission.

DMD

1172009 Transfer to Classified Serv Doc

1 **DATE:** November 18, 2009
2 **TO:** Civil Service Commission
3 **FROM:** Diane Dzodin, Administrative Officer

4 **SUBJECT: REQUEST TO REINSTATE MICROBIOLOGIST ELIGIBLE LIST**

5
6 Staff is requesting that the Civil Service Commission reinstate the Microbiologist
7 eligible list established on October 15, 2008 retroactive to October 14, 2009 and
8 extend the list for a period of six months, in accordance with Civil Service Rules and
9 Regulation, Article IV, Section 26.

10 **Facts for Consideration:**

- 11 • The Microbiologist examination was last administered on a non-competitive basis.
12 During the administration of the Microbiologist examination, nine test groups were
13 brought to Commission for approval.
- 14 • Three of these lists were then extended for an additional six months, two of which
15 expired on July 15, 2009 and August 5, 2009, after being in existence for 18
16 months. The eligible list established on October 15, 2008 expired on October 14,
17 2009 with one candidate remaining on the list.
- 18 • In an effort to remain consistent with the extension of eligible lists, staff
19 recommends the reinstatement of this Microbiologist eligible list established on
20 October 15, 2008, retroactive to October 14, 2009, and that the list be extended to
21 April 14, 2010. This extension will allow the list to be in existence for 18 months
22 before it is allowed to expire.
23
24
25

1 **DATE:** November 18, 2009

2 **TO:** Civil Service Commission

3 **FROM:** Diane Dzodin, Administrative Officer

4 **SUBJECT: REQUEST FOR TRANSFER OF APRIL TURNBULL,**
5 **ADMINISTRATIVE ANALYST AND JILL CASEY, ADMINISTRATIVE**
6 **ANALYST**

7 The Harbor Department and the Long Beach Airport have agreed to transfer April
8 Turnbull, Administrative Analyst, from the Harbor Department to the Long Beach
9 Airport. Ms Turnbull concurs with the transfer.

10
11 The Financial Management Department and the Long Beach Airport have agreed to
12 transfer Jill Casey, Administrative Analyst, from the Financial Management Department
13 to the Long Beach Airport. Ms. Casey concurs with the transfer.

14
15 Pursuant to Section 64 of the Civil Service Rules and Regulations, staff is
16 recommending Commission approval of the above transfers of April Turnbull and Jill
17 Casey to the Long Beach Airport.